



STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF MANAGEMENT AND BUDGET

December 5, 2014

TO: ALL OFFERORS

FROM:

SUBJECT: **ADDENDUM TO REQUEST FOR PROPOSAL
CONTRACT NO. OMB15101-BUDGET_SYS
BUDGET SYSTEM SELECTION AND IMPLEMENTATION**

ADDENDUM #3

This addendum provides additional clarification on user roles and current user counts.

Current DBS User Roles

This is a clarification of users roles described in RFP OMB15101-BUDGET_SYS on pages 7-8, 11-12

146 Agency Users with Edit Authority

Restricted access by organization and budget process. Access can be restricted by organization (DEPT, APU, or IPU). Users are placed in a hierarchy which controls entry access and work flow. Data entry can only occur during the requested (BREQ) period. Users can run BREQ reports at any time during BREQ or after. Users can run recommended (BREC) and final (BFIN) reports only after the process has been closed.

43 Agency Users with report only access

Users have report only access. Access is restricted by organization and budget process. Users are not part of the work flow and cannot alter the budget. Access can be restricted by organization (DEPT, APU, or IPU). Users can run requested (BREQ) reports at any time during BREQ or after. Users can run recommended (BREC) and final (BFIN) reports only after the process has closed.

Note - The number of agency users is over inflated by 30-40%. The current system stores database records by user ID. Therefore, users cannot be deleted without a cascading delete of the records that they created. System accounts are routinely deactivated and then reassigned as new users are needed.

3 Controller General Users

Users have report only access. Access is not restricted by organization (statewide access). Users can only run reports after the budget process (BREQ, BREC, and BFIN) has been closed.

13 Budget Analysts

Users have statewide budget entry and reporting access. Users are placed in a hierarchy which controls entry access and work flow. Data entry can only occur during the current open budget process (BREQ, BREC, or BFIN). Reports can be run against the current budget process as well as prior closed processes.

3 System Administrator

System admins have total control over the system. An SA can open and close budget processes, open and close fiscal years, create/alter user accounts, modify the user/analyst work flow hierarchy, create/modify appropriations and accounts, assign appropriations and account codes to organizations, create/modify standard reports, and execute annual interfacing with the FSF accounting system.

Desired Role for Budget Administrator

It would be desirable to have an analyst administrator role that could create/modify appropriations and accounts, assign appropriations and account codes to organizations, modify the user/analyst work flow hierarchy, and create/modify standard reports. The current system relies too heavily on IT resources for activities that are functional to the budget.

